

CO-OPERATIVE FEDERATION OF VICTORIA LTD

MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co, Brooklyn on

FRIDAY 24 SEPTEMBER 1993

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48/93 PRESENT:

Board of Directors

J. Evans  
J. Gill  
V. Hughes  
K. O'Neill  
I. Riestrom  
J. Saunders

A. Gill (Secretary)

49/93 CHAIR

The secretary took the chair and called for nominations for chairman of the Federation for the ensuing year.

As there was only one nomination, John Gill was duly appointed as chairman of the Co-operative Federation of Victoria Ltd for the year ahead.

50/93 APOLOGIES:

S. Chenery, E. Long, D. McMullan, S. O'Rourke

Resolved

"The apologies are accepted."

51/93 MINUTES PREVIOUS MEETING:

V. Hughes queried the last condition in the resolution of item 45/93.

Resolved

"That the last condition in item 45/93 be amended to read:

" To provide a report to meet the requirements of the Foundation."."

"That the minutes of the board meeting held on 9 September, 1993 as amended be confirmed as a true and correct record of that meeting and be duly signed by the chairman."

52/93 BUSINESS ARISING:

Reichstein Foundation

Directors discussed financial arrangements associated with the grant from the Foundation. Jim Saunders highlighted the need to put appropriate procedures in place for controlling funds spent.

Resolved

"That the secretary write to the Foundation advising of arrangements for the handling grant monies."

53/93 CORRESPONDENCE:

The secretary tabled incoming and outgoing correspondence from 3 August to 24 September, 1993.

Resolved

"That incoming correspondence be received and outgoing correspondence be approved."

54/93 MEMBERSHIP:

Applications for membership

The secretary advised that no applications for membership were received since the last board meeting.

Member delegates

Resolved

"That the following member delegate be accepted pursuant to the rules:

Delegate

Co-operative

Mr R. Demarchi

Vic Artificial Breeders Co-operative Ltd."

Cancellation of shares of dissolved member

The secretary reported that the Registry of Co-operatives has advised that the following member was recently dissolved, and recommended the cancellation of its shares.

Resolved

"That the shares of the following dissolved member be cancelled and the associated share monies credited to the forfeiture share reserve:

Dissolved Member

Shares

Art Thieves Design Co-operative Ltd

186 to 190."

Mr. Risstrom advised that Yinnar A.B. Co-operative Ltd was being wound up.

55/93 RESIGNATION OF DIRECTOR:

The secretary advised that Mr. E.J. Long has tendered his resignation as a director, dated 9 September, 1993. As the prescribed one month's notice was not fulfilled, the board held over the request until the next board meeting.

56/93 SECRETARY'S CONTRACT:

Budget

The secretary advised that on the calculation of annual subscription for current members, it is estimated that the likely income for the Federation from member dues would be in the order of \$37,000 for the current financial year.

Proposal

Directors considered the secretary's written proposal for the provision of corporate secretarial services as outlined in the associated schedule, and the recommended fee of \$1,400 per month.

After negotiations, the secretary agreed to withdraw travel and professional typing service expenses from the proposal.

Resolved

"That Anthony Gill be engaged to perform agreed services to the Federation to 30 June, 1994 subject to successful negotiation of fees at the next board meeting."

Services Rendered - September

Resolved

"That \$1,400 be paid to Anthony Gill for services rendered during September, 1993."

"That other expenses not exceed \$500 per month."

57/93 STATE GOVERNMENT REPORT:

Co-operatives Legislation

The secretary reported that a new issue has emerged that may delay the introduction of new co-operatives legislation; being government resources required to administer an act similiar to the N.S.W. Act.

Resolved

"That Jim Saunders arrange a meeting with the Victorian Attorney-General, and for the secretary to outline major issues that need to be addressed."

58/93 SECRETARY'S REPORT:

Annual General Meeting

The secretary advised that approximately 30 delegates attended the annual meeting, 17 of whom were member delegates.

Egg Industry Co-operative

In response to a query, the secretary advised that the CEO of and an advisor to the co-operative were present at the annual meeting. The board asked the secretary to follow up the co-operative on possible membership of the Federation.

Resolved

"That the secretary's report be received."

59/93 FINANCE REPORT:

Bank Balance

The secretary advised of the following balances held at the Commonwealth Bank to 23 September, 1993:

General Funds - \$2,860.40

Reichstein - \$4,458.30

TOTAL - \$7,318.70

Control Procedures and Budget

Directors discussed options for financial control procedures. The directors concluded that procedures should cover reporting (monthly profit and loss statement), the passing of accounts, and approvals/signatures.

Resolved

"That the secretary and Kerry O'Neill draw up a budget and control procedures for submission to the next board meeting."

Government Grant

The board asked the secretary to contact Dan Henry of the Registry to obtain the \$15,000 allocated to the Federation in the recent State budget.

Member Subscriptions

The board highlighted the need to send invoices to members as soon as possible with a note asking for prompt payment.

The board also asked the secretary to obtain a list of non member Victorian co-operatives with an annual turnover in excess \$1 million.

60/93 CO-OPERATIVES' COUNCIL OF AUSTRALIA

Minutes of the Council meeting held on 5 August, 1993 were previously distributed. The secretary gave a brief report on the activities of other State federations, and alerted directors to the proposed working party to consider options for a national peak co-operative body.

Directors agreed to the need to keep in touch with developments interstate.

Resolved

"The Federation would be willing to host a working party meeting in Melbourne."

"The board agrees to take up the invitation to join the working party as proposed and to participate in a national body, on the basis that the Federation may not be able to participate in meetings interstate."

61/93 GENERAL BUSINESS:

Strategic Plan

Directors discussed the need for a strategic plan for the Federation.

Mr. Risstrom agreed to write a discussion paper on the matter.

Resolved

"That goals and purposes of the Federation be included in the agenda of the next board meeting."

Australian Certificate In Co-operative Management

The chairman advised that Mr Tim Dyce of the Asia Pacific Co-operative Centre has offered a place in the Certificate course, to be held over the next four months, for a discounted fee of \$1,400.

Directors discussed the financial implications of sending a person to the course.

As a previous student, Ian Risstrom highlighted the benefit of participating in the course and committed his co-operative to contribute \$500 towards to cost of sending a person to the course.

Resolved

"That the Federation sponsor the secretary to undertake The Australian Certificate In Co-operative Management, and allocate \$900 towards the costs of the course."

The secretary extended his appreciation to the Board.

62/93 NEXT MEETING:

Resolved

"That the next board meeting be held at Victorian Producers' Co-operative Co., Millers Rd, Brooklyn on Thursday 21st October, 1993 commencing at 10.30 a.m."

63/93 CLOSE:

The meeting closed at 4.00 p.m.

Signed: .....  
(Chairman)

Date: ..21/10/93